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11 JUL 1957

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT: Renewals of Consultant Contracts

1. This memorandum is for your information.
2. Following our recent conversations concerning the letters sent to consultants on the occasion of the annual renewals of their contracts, we have established the following procedures to apply next year:
  - a. The request for renewal will be prepared in the using office as at present. At the same time, we will ask the office to indicate which of the following alternatives should apply in notifying the consultant:
    - (1) Form letter as prepared by Office of Personnel;
    - (2) Special letter prepared in Office of Personnel on instructions of using office;
    - (3) No official letter confirming extension.
  - b. As at present, the requested renewals will be reviewed in the using components and security concurrence obtained. The requests will then be forwarded to the Director of Central Intelligence through the Deputy Director (Support).
  - c. Following approval by the Director of Central Intelligence, communication with the consultant will be guided by the instructions received by us from the using office.
3. The quarterly report of consultants' use will continue to be prepared.

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Gordon M. Stewart  
Director of Personnel

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